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eRenefits Orientation	25



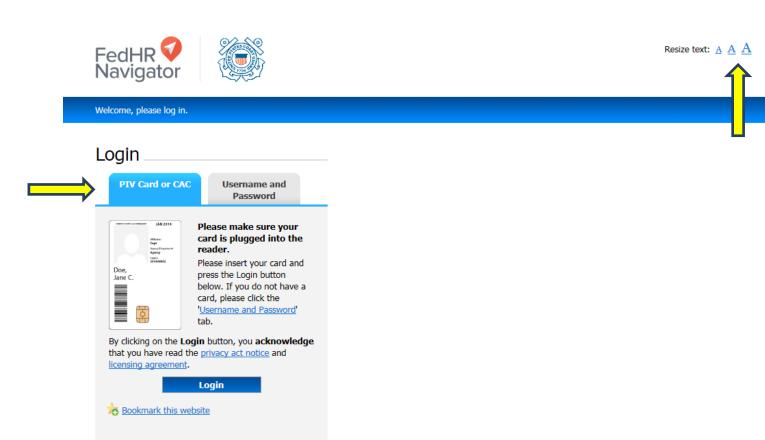
#### **Obtain Access to FedHR**

Welcome to FedHR Navigator. The internet URL for FedHR Navigator is:

https://fhrnavigator.com/client/USCG

## Logging in

EconSys provides each agency its Login Page and specific URL as they begin using FedHR Navigator. An example of a Login page is shown below. Please note the words: "Resize text" in the upper right hand corner. Clicking on an "A" allows you to resize the text on the screen.



Login information note: Ensure the "PIV Card or CAC" tab is chosen. All first-time FedHR Navigator users must register the first time they click on the Login button.



When you click on "Login" a screen entitled "Establishing Login for New User" will open. You will be asked to enter the following information:

- Last name,
- Year of Birth (4-digit)
- Last Four Digits of SSN
- Text in Image



Click on "Submit" and the program will check the database and verify that you are a member of the client agency. If your record is found, you will be taken back to the login screen. Click login again. (If your record is not found, you will be directed to contact your system administrator.)

**Tip**: As you work in the functions in FedHR Navigator, do not use your browser's "back button" to return to a previous screen. Stay within FedHR Navigator and move to previous or other screens by making selections from the left or right side FedHR Navigator menu or by clicking "Done," "Next screen," etc.



#### **Open New Case/Ask HR**

To submit a question to HR, at the home screen, click Open New Case/Ask HR from the left side menu.

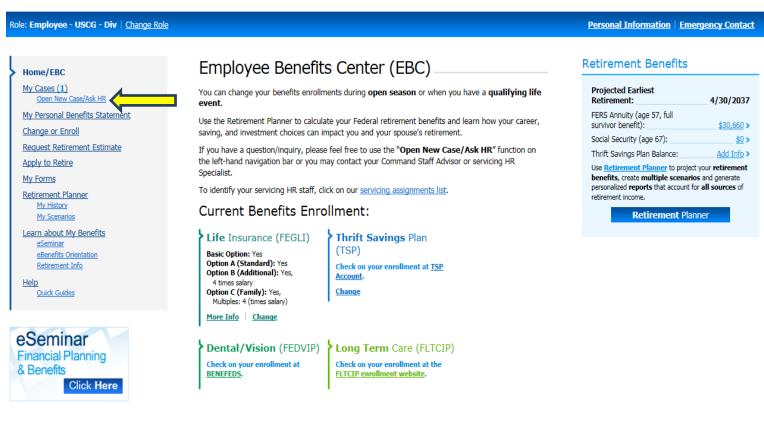




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Resize text:  $\underline{A} \ \underline{A} \ \underline{A}$ 

Account Settings | Logout



Plug-Ins View Licensing Agreement



Choose the appropriate Case Type based on your specific question. If you are not sure, choose the closest topic, and specify your request in the Comments. For this example we will choose Benefits. \*Pages 10-11 gives a list of Case Types and corresponding Activities.





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Account Settings | Logout

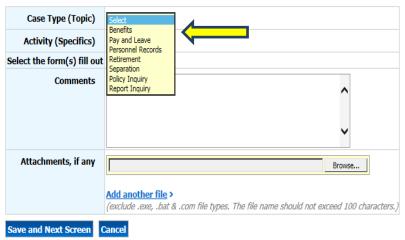
Role: Employee - USCG - Div | Change Role

Personal Information | Emergency Contact





Submit a question or make a request to your HR Office.





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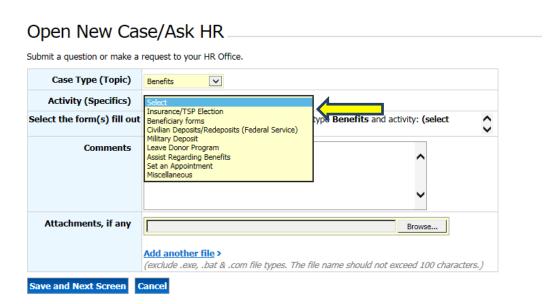
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Once a Case Type is selected, a sub menu of Activities will be available. Select the appropriate option. For this example we will choose Insurance/TSP Election.



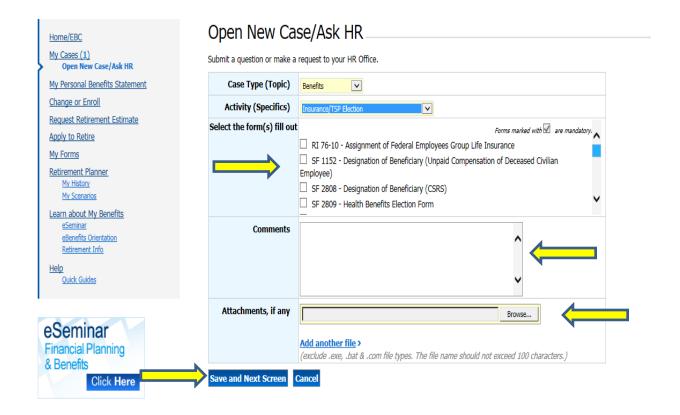






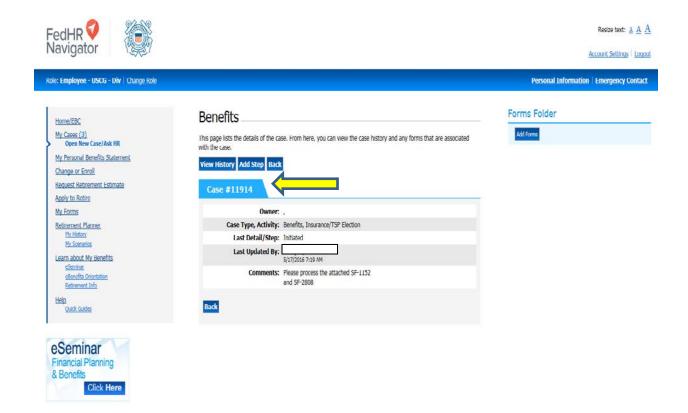
By selecting the Activity, the associated forms will appear.

You will then type in your question in the Comments field. You can also attach any applicable documentation by browsing for attachments. Then, click Save and Next Screen.





Your Case has been created with a unique Case Tracking number. You will receive notification by email once your case has been assigned.





To view your cases after they have been submitted, click the My Cases link from the left side menu.





Resize text:  $\underline{A} \ \underline{A} \ \underline{A}$ 

Account Settings | Logout

Role: Employee - USCG - Div | Change Role

 $\underline{\textbf{Personal Information}} \mid \underline{\textbf{Emergency Contact}}$ 



# Home/EBC

My Cases (1) Open New Case/Ask HR

My Personal Benefits Statement

Change or Enroll

Request Retirement Estimate

Apply to Retire

My Forms

Retirement Planner

My Scenarios

Learn about My Benefits <u>eSeminar</u>

eBenefits Orientation Retirement Info

Quick Guides

eSeminar Financial Planning & Benefits Click Here

## Employee Benefits Center (EBC)

You can change your benefits enrollments during open season or when you have a qualifying life event.

Use the Retirement Planner to calculate your Federal retirement benefits and learn how your career, saving, and investment choices can impact you and your spouse's retirement.

If you have a question/inquiry, please feel free to use the "Open New Case/Ask HR" function on the left-hand navigation bar or you may contact your Command Staff Advisor or servicing HR Specialist.

To identify your servicing HR staff, click on our servicing assignments list.

#### Current Benefits Enrollment:

Life Insurance (FEGLI) Basic Option: Yes Option A (Standard): Yes Option B (Additional): Yes, 4 times salary

Option C (Family): Yes, Multiples: 4 (times salary) More Info | Change

(TSP) Check on your enrollment at TSP Account. <u>Change</u>

Thrift Savings Plan

Dental/Vision (FEDVIP) BENEFEDS.

#### Retirement Benefits

Projected Earliest Retirement: 4	/30/2037	
FERS Annuity (age 57, full survivor benefit):	\$30,660 >	
Social Security (age 67):	<u>\$0</u> >	
Thrift Savings Plan Balance:	Add Info >	
Use <u>Retirement Planner</u> to project your retirement benefits, create multiple scenarios and generate personalized reports that account for all sources of retirement income.		
Retirement Planner		

Long Term Care (FLTCIP)

Check on your enrollment at the FLTCIP enrollment website.

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<u>Pluq-Ins</u> <u>View Licensing Agreement</u>

## **FedHR Case Types and Corresponding Activities**

Case Type	Activity
Benefits	
	Insurance/TSP Election
	Beneficiary Forms
	Civilian Deposits/Redeposits (Federal Service)
	Military Deposit
	Leave Donor Program
	Assist Regarding Benefits
	Set An Appointment
	Miscellaneous
Pay and Leave	
	Change of Employee Address
	Debt
	Leave
	LES
	Pay Inquiry
	Earning and Leave Questions
	Tax
	Union Dues
	W-2
	WebTA
	Comp Time Payment
	Lump Sum Pay
	VLTP
Personnel Records	
	Employee Data Inquiry
	eOPF
	Organization/Assignment Inquiry
Retirement	
	FERS
	Disability Retirement - FERS
	CSRS
	Disability Retirement - CSRS
	Request for Retirement Estimate

FedHR User Guide May 10, 2016



	Retirement Application Submitted	
	Provide Final Retirement Estimate	
	Counsel Employee	
	Provide Supplemental Written Information	
	Strip Life and Health Insurance Documents from OPF	
	Retirement Application	
	Send Copy of Retirement Package to Employee	
	Forward Package to Payroll Office	
	Date Sent from NFC to OPM	
	Request Appointment	
Separation		
	Resignation	
	Process Separation – Termination, Removal,	
	Resignation	
	Set an Appointment	
	Death in Service	
Policy Inquiry		
	Pay Setting	
	Classification	
	Staffing	
	Leave/Hours/Telework	
	Debts	
	Waivers	
	Other	
Report Inquiry		
	New Adhoc Report	
	Modify Existing Report	
	Cancel Report	



## **Employee Benefits Center**

This is the first screen you will see when you have logged in to your own account in FedHR Navigator. Here you can view information about your health benefits, life insurance, TSP and other benefits information.





Resize text: A A A

Account Settings | Logout

Role: Employee - USCG - Div | Change Role

Personal Information | Emergency Contact

#### Home/EBC My Cases (1) Open New Case/Ask HR My Personal Benefits tatement Change or Enroll Request Retirement Estimate Apply to Retire My Forms Retirement Planner My History My Scenarios Learn about My Benefits <u>eSeminar</u> eBenefits Orientation Retirement Info Help



Quick Guides

## Employee Benefits Center (EBC)

You can change your benefits enrollments during **open season** or when you have a **qualifying life event**.

Use the Retirement Planner to calculate your Federal retirement benefits and learn how your career, saving, and investment choices can impact you and your spouse's retirement.

If you have a question/inquiry, please feel free to use the "Open New Case/Ask HR" function on the left-hand navigation bar or you may contact your Command Staff Advisor or servicing HR Specialist.

To identify your servicing HR staff, click on our servicing assignments list.

#### Current Benefits Enrollment:



Dental/Vision (FEDVIP)

Check on your enrollment at <u>BENEFEDS</u>.

# Retirement Benefits

Projected Earliest Retirement:	4/30/2037	
FERS Annuity (age 57, full survivor benefit):	\$30,660 <b>&gt;</b>	
Social Security (age 67):	<u>\$0</u> >	
Thrift Savings Plan Balance:	Add Info >	
Use <u>Retirement Planner</u> to project your <u>retirement benefits</u> , create <u>multiple scenarios</u> and generate personalized <u>reports</u> that account for <u>all sources</u> of retirement income.		
Retirement F	Planner	

#### Retirement Planner

On the *Employee Benefits Center* screen, click on "Retirement Planner" on the left-side FedHR Navigator menu or on the right side under *"Retirement Benefits."* Screen instructions guide you through options available to you.

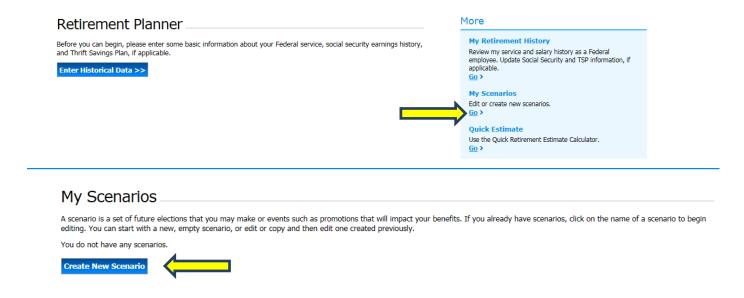
Long Term Care (FLTCIP)

Check on your enrollment at the

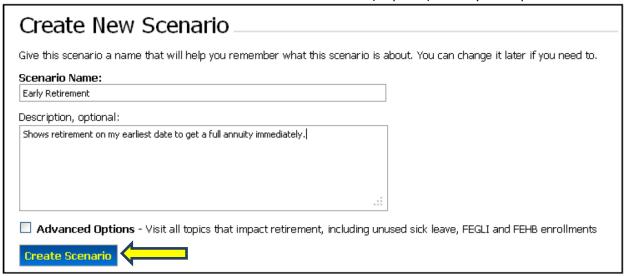
FLTCIP enrollment website.



To commence the Retirement Planner process, first create a "scenario" by clicking on "Go" under My Scenarios from the menu on the right. At the next screen, click "Create New Scenario".



This will start the Create New Scenario screen. Add a name (required) and any descriptive notes.



If you chose "Advanced Options" at the bottom of the *Create New Scenarios* screen, you will be prompted to make entries in screens that cover the various options and benefits you will choose for your retirement. For now, just click Create Scenario.



Retirement Options		
Scenano: Earliest with deposits paid>		
When do you plan to leave the Federal government?		
<ul> <li>Earliest available, 7/31/2025 - earliest voluntary retirement for immediate, unreduced benefit</li> </ul>		
Other Retirement Date:		
Non-voluntary retirement or special circumstances		
Next >>		

To keep things simple we will assume there is no spouse in this scenario. Show "single" on the first option screen, *Survivor Benefits*.

Survivor Benefits	Progress & Reports
Scenario: Early Retirement>	Progress
Are you married?	<ul> <li>Retirement Options</li> </ul>
Are you marrieur	<ul> <li>Survivor Benefits</li> </ul>
O Married	<ul> <li>Thrift Savings Plan</li> </ul>
- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	<ul> <li>Deposits/Redeposits</li> </ul>
Single     Si	<ul> <li>Retirement Savings</li> </ul>
	<ul> <li>Retirement Goal</li> </ul>
If you want to build your retirement plan based	Switch to Fine Tuning
on a future marriage, check 'Married'.	Descrito
	Reports
<< Back Next >>	<ul> <li>My Benefits Estimate</li> </ul>
	Will I Meet My Goal?  Many Detailed Beauty.

Next, find your latest TSP statement and go to the *Thrift Savings Plan* screen.



# Thrift Savings Plan

Scenario: Early Retirement>

#### Fund Balances and Allocation

Enter the balance for each Thrift Savings Plan (TSP) fund listed below. Also, enter the percent of the future contributions to be allocated for each fund. Allocations should add up to 100%.

TSP Fund	Current Balance	Future Allocation
C Fund	\$ 0	0 %
F Fund	\$ 0	0 %
G Fund	\$ 0	0 %
I Fund	\$ 0	0 %
S Fund	\$ 0	0 %
L Fund Income	\$ 0	0 %
L Fund 2010	\$ 0	0 %
L Fund 2020	\$ 195020	100 %
L Fund 2030	\$ 0	0 %
L Fund 2040	\$ 0	0 %

#### Progress & Reports

#### **Progress**

- Retirement Options
- Survivor Benefits
- Thrift Savings Plan
- Deposits/Redeposits
- Retirement Savings
- Retirement Goal

Switch to Fine Tuning

#### Reports

- My Benefits Estimate
- Will I Meet My Goal?
- More Detailed Results
- · Income and Withdrawals

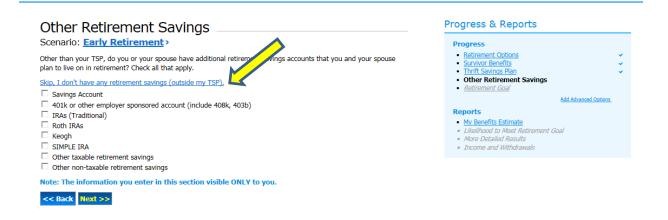
Don't forget to enter your future contributions. If you don't meet your retirement goal on the first try, you might come back and see the effects of increasing your TSP contributions on a second trial. You will also need to choose the applicable fields in the Annuity Options. Then click "Next"



Future Contributions
$ Enter one of the \ values \ below \ but \ NOT \ both, \ to \ determine \ the \ amount \ of \ future \ contributions \ towards \ the \ TSP \ funds. $
As a percentage of pay period  8 OR \$ 0
Annuity Options
☐ Inflation protection
Select or enter one of the options below, but NOT both, to determine the date to begin receiving an annuity from TSP
Select the annuity onset date  Onset of the Federal civilian annuity  OR
TSP Annuity Survivor Benefits
If you want to show the TSP Annuity at a lower initial amount so that a 50% survivor TSP Annuity would be paid to the survivor when either the employee or the spouse dies:
<ol> <li>Check the box and</li> <li>Enter zero if the spouse is the same age as the employee, or enter the appropriate age difference.</li> <li>Survivor Benefit, spouse is 0 years older years older years</li> </ol>
<< Back   Next >>   Go to My Benefits Estimate

#### **Other Retirement Savings**

Enter any other additional retirement savings accounts that you plan to live on in retirement. You can check more than one. If you have other savings, the next screen will allow you to enter specific information. If not, click "Skip, I don't have any retirement savings".



#### **Retirement Goal**

Now you are ready to set the goal you feel you need to live on in retirement. The Planner will compare your projected income stream to the goal you set here.



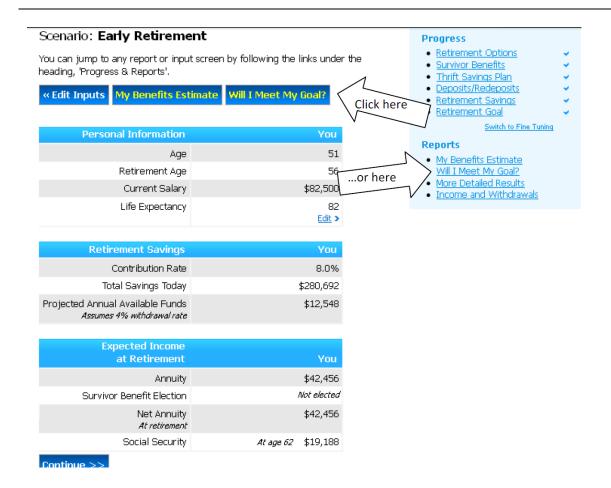
Retirement Goal	Progress & Reports
Scenario: Early Retirement>	Progress
Your retirement goal should be your expected expenses in retirement. Enter the percentage of your projected salary that you need to replace in retirement, or enter a dollar amount. Your withdrawals from your savings will be automatically calculated so that the total post-tax withdrawal amount and annuities meet your goal.  Percent of your pre-retirement income you need to live on in retirement:	Retirement Options Survivor Benefits Thirft Savings Plan Other Retirement Savings Retirement Goal
75.0 %  OR  C Enter the dollar amount you will need to live on:  \$	Add Advanced Options.  Reports  • My Benefits Estimate  • Will I Meet My Goal?  • More Detailed Results  • Income and Withdrawals
<< Back Review Scenario Summary >>	

You can come back to this screen repeatedly if you feel you have set your requirement too high or too low. To illustrate how the Planner works, we will assume that you decide you will need 75% of your current income in retirement.

#### **Scenario Summary**

Check over the information to be sure this is what you want to see in your retirement plan. If not, you can navigate back to make changes by clicking on the screens on the right-side menu.





#### Will I Meet My Goal?

At last you get to see how your assumptions, choices, and projected income sources come together toward meeting the goal you have set. The calculator is taking everything into account. In our example we discover on the first try that we have only a 25.7% chance of meeting the retirement income goal we set, which was 75% of our current income.



## Will I Meet My Goal?

Scenario: Early Retirement>

Click the scenario title, above, to return to the Scenario Summary page.

<< Prev Report | Next Report >>

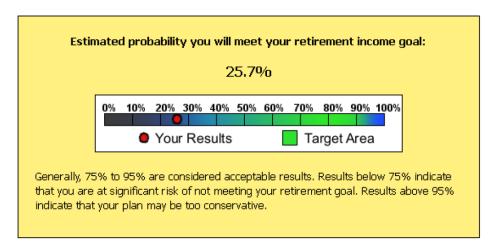
#### Reports

- My Benefits Estimate
- Will I Meet My Goal?
- More Detailed Results

Income and Withdrawals
 Edit Inputs >

#### Simulation Results

To determine whether you will meet your retirement income goal, we have run a simulation of your retirement scenario with varying economic conditions.



Depending on your own personal level of risk aversion, you may prefer a higher or lower percent than the results shown above. Your results will change very slightly every time your run the simulation.

<< Prev Report | Next Report >>

NOTE: The percentage shown is *not* how much of your goal you will reach. It is an estimate of the chances that you will reach *100%* of your goal, given that many unforeseeable things will happen.



#### Adjustments to Meet Your Goal

This is where the real power of the Retirement and Financial Planner comes into play. You can now go back and try making changes to see how you can increase your chances of reaching this goal....or, you can lower the goal if you like. You will find that increases in savings will help, but in the example here you find that the most "sensitive" variable is your own date of retirement. You go back to "My Scenarios" on the left-side menu, and make a copy of "Early retirement." Then click "Show Description" and modify the description so you can tell what it is. You can also delete obsolete. Click the new scenario to open it, then click on "Retirement Options" on the right side menu. On the *Retirement Options* screen, check the button for "Other Retirement Date." In the blank field, enter your later date of 5/31/2020, and click "Next."

Scenario Type	Actions	Created
Typical Civilian Retirement	Show Description	1/9/2015
	Copy Delete	

# Retirement Options

Scenario: Early Retirement + 4 years>

When do you plan to leave the Federal government?

 Earliest available, 5/31/2016 - earliest voluntary retirement for immediate, unreduced benefit

Other Retirement Date: 05/31/2020

Non-voluntary retirement or special circumstances

Next >>

#### Progress & Reports

#### **Progress**

- Retirement Options
- Survivor Benefits
- Thrift Savings Plan
- Deposits/Redeposits
- Retirement Savings
- Retirement Goal

Switch to Fine Tuning

#### Reports

- My Benefits Estimate
- Will I Meet My Goal?
- More Detailed Results



Then go back to view the My Benefits Estimate screen, by selecting it from the menu on the right. See how this six-month deferral has changed your retirement benefits.

# My Benefits Estimate

Scenario: Early Retirement + 4 years >

Click the scenario title, above, to return to the Scenario Summary page.



## Reports

- My Benefits Estimate
- Will I Meet My Goal?
- More Detailed Results
- · Income and Withdrawals

Edit Ir

#### Summary

Description	Monthly	Annually
Base Annuity		
FERS Basic Annuity	\$2,054.00	\$24,659.00
FERS Supplement	\$1,010.00	\$12,120.00
Deductions		

# Your Total Annuity

Total Annuity after Reductions \$3,961.00 \$47,532.00

#### Comprehensive Report

The comprehensive report below describes key components that are used to calculate retirement benefits, breaks do estimate, and forecasts the value of your benefit years into the future.

Yiew Comprehensive Report >

#### Continue Planning

You can continue planning to find out the likelihood that you will be able to maintain the same standard of living in retirement as you do now. To get a complete picture of your retirement including investments, click on 'Continue Plar





Your total annuity after all reductions will go up to \$3,961 per month without making any other changes in your options. Previously it was \$3,538. That \$423 increase may not seem like much, but look how it improves your chances of meeting your goal. Below is the new *Will I Meet My Goal screen*. 85.2% chance that you will reach 100% of your goal! That's considered a very high likelihood in statistical terms. Of course this was more complex than simply increasing your annuity. One of the other factors the calculator looks at is that you are four years closer to the end of your life expectancy. That's a little morbid, but in retirement planning you are facing reality, and everything must be considered.

## Will I Meet My Goal?

Scenario: Early Retirement + 4 years>

Click the scenario title, above, to return to the Scenario Summary page.



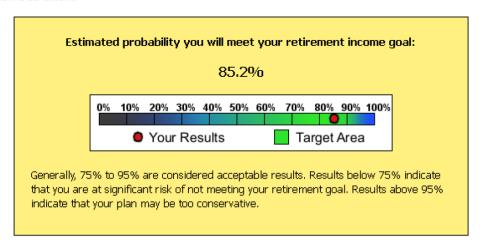
#### Reports

- My Benefits Estimate
- Will I Meet My Goal?
- More Detailed Results
- Income and Withdrawals

Edit Inputs >

#### Simulation Results

To determine whether you will meet your retirement income goal, we have run a simulation of your retirement scenario with varying economic conditions.



Depending on your own personal level of risk aversion, you may prefer a higher or lower percent than the results shown above. Your results will change very slightly every time your run the simulation.





#### **Seminars and Tutorials**

There are many resources available within FHR Navigator by using the Learn about My Benefits menu.





Resize text: A A A

Account Settings | Logout

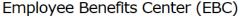
Role: Employee - USCG - Div | Change Role

Personal Information | Emergency Contact





BENEFEDS.



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To identify your servicing HR staff, click on our servicing assignments list.

#### Current Benefits Enrollment:





Projected Earliest Retirement: 4/30/2037						
FERS Annuity (age 57, full survivor benefit): \$30,660 >						
Social Security (age 67): \$0 >						
Thrift Savings Plan Balance: Add Info						
Use <u>Retirement Planner</u> to project your <u>retirement benefits</u> , create <u>multiple scenarios</u> and generate <u>personalized reports that account for</u> <u>all sources</u> of retirement income.						
Retirement Planner						



Dental/Vision (FEDVIP)
Check on your enrollment at the

Check on your enrollment at the <u>FLTCIP enrollment website</u>.



## **eSeminar**

Click any of the options from the menu on the left to watch short informational videos.

• <u>eSeminar Home</u>	
• CSRS Retirement • FERS Retirement • FSRDS	EconSys now offers eSeminar, on-line self-study modules designed for individual Federal employees to learn more about their retirement and benefit programs.
Retirement • FSPS Retirement	Do you know how your Federal government annuity is calculated?
• TSP and Benefits • Social Security Benefits	Are you wondering when you will be eligible to retire?
• Financial Planning for	What do you need to do to prepare for your retirement?
• <u>National Guard</u> Bureau	If you'd like to know the answers to these questions, <i>eSeminar</i> is for you.
<u>Technicians</u>	Federal employees at all stages in their life, early, mid-career and pre-retirement, have the opportunity to make decisions that will affect benefits and entitlements in retirement. Making well informed decisions throughout your
<ul> <li>Personal Financial Management &amp;</li> </ul>	career and preparing for retirement are some of the most important financial decision you will ever make.
Planning	Begin planning for your future today by clicking on the eSeminar modules.
	For questions or comments on this site, please send email to eSeminar@econsys.com
<u>Close eSeminar</u>	. 5. 4252555 5. 555555 5. 55555 5. 5555

Once you choose a Seminar Topic, it will open a sub-menu.

#### **FERS Retirement**

#### Financial Literacy for Federal Employees

< Return to main eSeminar menu

Table of Contents	(Minimum completion time)	Additional Resources
FERS Introduction	12 min	References/Links
FERS Retirement Eligibility	10 min	References/Links
FERS Creditable Service	13 min	References/Links
4. FERS Deposits	13 min	References/Links
5. CSRS Component Deposits-Redeposits	19 min	References/Links
6. FERS Annuity Calculations	23 min	References/Links
7. FERS Annuity Supplement	10 min	References/Links
FERS Survivor Benefits	16 min	References/Links
9. FERS Taxes In Retirement	14 min	References/Links
10. FERS Planning for Retirement	14 min	References/Links
	Total Time: 2 hours 24 min	

For questions or comments on this site, please send email to  $\underline{eSeminar@EconSys.com}.$ 



## **eBenefits Orientation**

Click any of the options available to view as a video Tutorial or a PDF Document.

EconSys	On-line Employee Orientation for Newly Hired and Returning Employees			
	Table of Contents			
	Introduction	Tutorial	PDF Document	
Part I:	Creditable Service			
	Creditable Civilian Service	Tutorial	PDF Document	
	Creditable Military Service	Tutorial	PDF Document	
	About military deposits	Tutorial	PDF Document	
Part II:	Benefits and Entitlements			
	Leave			
	Annual and Sick Leave	Tutorial	PDF Document	
	Military Leave	Tutorial	PDF Document	
	Family and Medical Leave	Tutorial	PDF Document	
	Life insurance	Tutorial	PDF Document	
	Health insurance	Tutorial	PDF Document	
	Federal Employees Dental and Vision Insurance Program	<u>Tutorial</u>	PDF Document	
	Flexible spending accounts	Tutorial	PDF Document	
	Long term care insurance	Tutorial	PDF Document	
art III:	TSP	*******	005 0	
	TSP Overview	Tutorial	PDF Document	
	TSP Withdrawal Options	Tutorial	PDF Document	
	Types of TSP annuities	Tutorial	PDF Document	
	Tax Information on TSP	<u>Tutorial</u>	PDF Document	
Part IV:	Social Security Benefits			
	Eligibility	Tutorial	PDF Document	
	Computing a Social Security benefit	<u>Tutorial</u>	PDF Document	
	Applying for and receiving benefits	Tutorial	PDF Document	
	Earnings test	<u>Tutorial</u>	PDF Document	
	Disability benefits Family benefits	<u>Tutorial</u>	PDF Document	
	Divorced spouse benefits	<u>Tutorial</u> Tutorial	PDF Document	
	Government Pension Offset (GPO)	Tutorial	PDF Document PDF Document	
	· · ·			
	Windfall Elimination Provision (WEP)	Tutorial	PDF Document	
tV:	Personal Financial Planning			
	Formulating a Budget	Tutorial	PDF Document	
	Establishing an Emergency Fund	Tutorial	PDF Document	
	Personal Banking	Tutorial	PDF Document	
	Debt Management	Tutorial	PDF Document	
	Credit	Tutorial	PDF Document	
	Planning for Retirement	Tutorial	PDF Document	
	Investing	Tutorial	PDF Document	
	Mutual Funds	Tutorial	PDF Document	
	Life Insurance	Tutorial	PDF Document	
	Buying a Car	Tutorial	PDF Document	
	Buying a Home	Tutorial	PDF Document	
	Planning for a Child's Education	Tutorial	PDF Document	
	Self-Service-Financial Benefits Maximizer	FBM		
t VI:	The Third Age: Retirement		PDF Document	